Downloaded from <https://www.velvetjobs.com/cover-letters/executive-secretary>

# Example of Executive Secretary Cover Letter

6612 Renata Street  
East Annemarieberg, NJ 52586-6230

**Dear Marion Flatley,**

In response to your job posting for executive secretary, I am including this letter and my resume for your review.

In my previous role, I was responsible for administrative support to three (3) Vice Presidents including calendar management, meeting planning, general office duties and greeting guests.

My experience is an excellent fit for the list of requirements in this job:

* Intermediate level proficiency in Microsoft Office, Excel, Power Point and Visio
* Good supervisory and presentation skills · Good leadership skills · Energic, dynamic, self-motivated
* Strong skills with MS Office (Outlook, Word, Powerpoint, Excel, Access)
* Knowledge of basic technology in area to which assigned
* Self starter – needs limited supervision
* Proficient in advanced levels of MS Word, Excel, PowerPoint and Access
* Extensive Computer Skills/10 Key Entry Experience
* SAP Skills (Needed)

**I really appreciate you taking the time to review my application for the position of executive secretary.**

Sincerely,

Onyx Marquardt